



Facility Management

PAGE NUMBER 1 OF 1

DATE 02-26-98

POLICY NUMBER 02-98

SUBJECT: Meeting Rooms Located in the Capitol Building

POLICY STATEMENT

Facility Management has ten (10) meeting rooms available to be utilized by state agencies. Because there are only ten (10) meeting rooms, these rooms are to be scheduled to state agencies only. If a group needs a meeting room and a state agency is sponsoring that group (preferably after normal working hours), Facility Management has the ability to make an exception to the policy and may give the approval to utilize the meeting room.

All other requests will need to go through Legislative Council.